

ANNUAL FREEDOM OF INFORMATION ACT REPORT

AGENCY REPORTING: National Aeronautics and Space Administration (NASA)	REPORT FOR FISCAL YEAR 2008
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SECTION I – BASIC INFORMATION REGARDING REPORT

1. **PERSON(S) TO CONTACT WHO CAN ANSWER QUESTIONS ABOUT THE REPORT:**

a. NAME: Mr. Stephen McConnell	b. TITLE: Principal Agency FOIA Officer and Chief Public Liaison Officer	c. ADDRESS: 300 E Street, SW Attn: FOIA Office, Suite 5L19 Washington, DC 30905	d. TELEPHONE NUMBER: (877) 627-FOIA	e. EMAIL ADDRESS: nasafoia@nasa.gov
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2. **PROVIDE AN ELECTRONIC LINK FOR ACCESS TO THE REPORT ON THE AGENCY WEB SITE:** www.nasa.gov/FOIA

3. **EXPLAIN HOW TO OBTAIN A COPY OF THE REPORT IN PAPER FORM:**

National Aeronautics and Space Administration
300 E Street, SW
Attention: FOIA Office, Suite 5L19
Washington, DC 30905

SECTION II – MAKING A FOIA REQUEST

1. **ALL AGENCY COMPONENTS THAT RECEIVE FOIA REQUESTS:**

a. SUBCOMPONENT/COMPONENT OR AGENCY:	b. ADDRESS:	c. TELEPHONE NUMBER
1. NASA Headquarters	1. NASA Headquarters, 300 E Street, SW, Suite 5L32, Washington, DC 20549	1. 202.358.2265
2. Ames Research Center	2. Ames Research Center, Mail Stop 943-4, Moffett Field, CA 94035	2. 650.604.3273
3. Dryden Flight Research Center	3. Dryden Flight Research Center, Post Office Box 273, Edwards, CA 93523	3. 661.276.2704
4. Glenn Research Center	4. Glenn Research Center, 21000 Brookpark Road, Cleveland, OH 44135	4. 216.433.2813
5. Goddard Space Flight Center	5. Goddard Space Flight Center, Greenbelt, MD 20771	5. 301.286.4721
6. Johnson Space Center	6. Johnson Space Center, Houston, TX 77058	6. 281.483.8612
7. Kennedy Space Center	7. Kennedy Space Center, Kennedy Space Center, FL 32899	7. 321.867.9280
8. Langley Research Center	8. Langley Research Center, Hampton, VA 23681	8. 757.864.2497
9. Marshall Space Flight Center	9. Marshall Space Flight Center, Huntsville, AL 35812	9. 256.544.1837
10. NASA Management Office - Jet Propulsion Laboratory	10. NASA JPL, 4800 Oak Grove Drive, Pasadena, CA 91109	10. 818.393.6779
11. NASA Shared Services Center	11. NASA Shared Service Center, Bldg 5100, Stennis Space Center, MS 39529	11. 228.813.6174
12. Office of the Inspector General	12. NASA Headquarters, Office of the Inspector General, Suite , Washington, DC 20549	12. 202.358.2582
13. Stennis Space Center	13. Stennis Space Center, Bldg 5100, Stennis Space Center, MS 39529	13. 228.688.2118

2. **PROVIDE A BRIEF DESCRIPTION OF WHY SOME REQUESTS ARE NOT GRANTED AND AN OVERVIEW OR CERTAIN CATEGORIES OF THE AGENCY'S RECORDS TO WHICH THE EXEMPTIONS APPLY:**

Most of the denials part based on exempted material requested. Others were based on no information was found responsive to the request, while others withdrew their request after finding the information electronically. Some of the requests were not agency records and we either forwarded the request to the responsive agency or referred the requester to the responsive agency.

SECTION III – ACRONYMS, DEFINITIONS AND EXEMPTIONS

(1) **Agency-specific acronyms or other terms:**

NASA - National Aeronautics and Space Administration	HQ - NASA Headquarters	ARC - Ames Research Center
DFRC - Dryden Flight Research Center	GSFC - Goddard Space Flight Center	JSC - Johnson Space Flight Center
KSC - Kennedy Space Flight Center	LaRC - Langley Research Center	GRC - Glenn Research Center
MSFC - Marshall Space Flight Center	NSSC - NASA Shared Service Center	SSC - Stennis Space Center
OIG - Office of the Inspector General		

(2) **Basic terms, expressed in common terminology:**

FOIA/PA request – Freedom of Information Act/Privacy Act request. A FOIA request is generally a request for access to records concerning a third party, an organization, or a particular topic of interest. A Privacy Act request is a request for records concerning one self; such requests are also treated as FOIA requests. (All requests for access to records, regardless of which law is cited by the requester, are included in this report.)

Initial Request – a request to a federal agency for access to records under the Freedom of Information Act.

Appeal – a request to a federal agency asking that it review at a higher administrative level a full denial or partial denial of access to records under the Freedom of Information Act, or any other FOIA determination such as a matter pertaining to fees.

Processed Request or Appeal – a request or appeal for which an agency has taken a final action on the request or the appeal in all respects.

Multi-track processing – a system in which simple requests requiring relatively minimal review are placed in one processing track and more voluminous and complex requests are placed in one or more other tracks. Requests in each track are processed on a first-in/first out basis. A requester who has an urgent need for records may request expedited processing (see below).

Expedited processing – an agency will process a FOIA request on an expedited basis when a requester has shown an exceptional need or urgency for the records which warrants prioritization of his or her request over other requests that were made earlier.

Simple request – a FOIA request that an agency using multi-track processing places in its fastest (non-expedited) track based on the volume and/or simplicity of records requested.

Complex request – a FOIA request that an agency using multi-track processing places in a slower track based on the volume and/or complexity of records requested.

Grant – an agency decision to disclose all records in full in response to a FOIA request.

Partial grant – an agency decision to disclose a record in part in response to a FOIA request, deleting information determined to be exempt under one or more of the FOIA's exemptions; or a decision to disclose some records in their entirety, but to withhold others in whole or in part.

Denial – an agency decision not to release any part of a record or records in response to a FOIA request because all the information in the requested records is determined by the agency to be exempt under one or more of the FOIA's exemptions, or for some procedural reason (such as because no record is located in response to a FOIA request).

Time limits – the time period in the Freedom of Information Act for an agency to respond to a FOIA request (ordinarily 20 working days from proper receipt of a "perfected" FOIA request).

"Perfected" request – a FOIA request for records that adequately describes the records sought, which has been received by the FOIA office of the agency or agency component in possession of the records, and for which there is no remaining question about the payment of applicable fees.

Exemption 3 statute – a separate federal statute prohibiting the disclosure of a certain type of information and authorizing its withholding under FOIA subsection (b)(3).

Median number – the middle, not average, number. For example, of 3, 7, and 14, the median number is 7.

Average number – the number obtained by dividing the sum of a group of numbers by the quantity of numbers in the group. For example, of 3, 7, and 14, the average number is 8.

(3) Include the following concise descriptions of the nine FOIA exemptions:

Exemption 1: classified national defense and foreign relations information

Exemption 2: internal agency rules and practices

Exemption 3: information that is prohibited from disclosure by another federal law

Exemption 4: trade secrets and other confidential business information

Exemption 5: inter-agency or intra-agency communications that are protected by legal privileges

Exemption 6: information involving matters of personal privacy

Exemption 7: records or information compiled for law enforcement purposes, to the extent that the production of those records;

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- (a) could reasonably be expected to interfere with enforcement proceedings,
- (b) would deprive a person of a right to a fair trial or an impartial adjudication,
- (c) could reasonably be expected to constitute an unwarranted invasion of personal privacy,
- (d) could reasonably be expected to disclose the identity of a confidential source,
- (e) would disclose techniques and procedures for law enforcement investigations or prosecutions, or would disclose guidelines for law enforcement investigations or prosecutions,
- (f) could reasonably be expected to endanger the life or physical safety of any individual.

Exemption 8: information relating to the supervision of financial institutions

Exemption 9: geological information on wells

SECTION IV – EXEMPTION 3 STATUTES

1. STATUTE	2. TYPE OF INFORMATION	3. CASE OF INFORMATION WITHHELD	4. NO. OF TIMES RELIED UPON
10 USC 2305(g)	Procurement, unsuccessful proposals for competitive procurements and those portions of successful proposals that were not incorporated into the contracts.	GRC-08-034, GRC-08-047, GRC-08-052, GSFC-07-144, GSFC-06-085, GSFC-08-007, GSFC-08-050, GSFC-08-076, GSFC-08-077, GSFC-08-092, GSFC-08-106, GSFC-08-121, GSFC-08-123, GSFC-08-131, GSFC-08-037, JSC-08-035, JSC-08-171, KSC-08-065, KSC-08-102, KSC-08-132, LaRC-06-044, LaRC-07-010, LaRC-07-011, LaRC-07-023, MSFC-08-051, MFSC-08-052, MSFC-08-057, HQ-08-023, HQ-06-215	29
22 USC 2751	Technical data withheld according to regulations establishing lists or categories of technical data that may not be exported, under the Arms Export Control Act.	GRC-08-023, GRC-08-026, GRC-08-027, GRC-08-028, KSC-08-069, KSC-08-094, JPL-08-005, JPL-08-014, JPL-08-016	9
35 USC 205	Authorize federal agencies to withhold from disclose to the public information disclosing any invention in which the federal government owns or may own a right, title or interest for reasonable time in order for a patent application to be filed.	JPL-07-052	1
41 USC 423	Performance evaluations compiled by the procurement office are used in source selection activities covered by the Procurement Integrity Act and are considered sensitive.	GSFC-08-021, GSFC-08-043, JSC-08-056, JSC-08-060, JSC-08-096, JSC-08-146, JSC-08-147, LaRC-06-012, LaRC-06-018, MSFC-08-057* * Information contained in MSFC-08-057 covered more than one statute.	10
Rule 6(e) of the Federal Rules of Criminal Procedures	Grand Jury Proceedings	OIG-08-022, OIG-08-023	2

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SECTION V – FOIA REQUESTS

A. RECEIVED, PROCESSED AND PENDING FOIA REQUESTS: (PROVIDE THE NUMBERS OF RECEIVED, PROCESSED AND PENDING REQUESTS, BOTH PERFECTED AND NON-PERFECTED. THE NUMBER IN COLUMN 1 MUST MATCH THE NUMBER OF "REQUESTS PENDING AS OF END OF THE FISCAL YEAR" FROM THE PREVIOUS YEAR'S ANNUAL REPORT. THE SUM OF COLUMN 1 AND 2 MINUS THE NUMBER IN COLUMN 3 MUST EQUAL THE NUMBER IN COLUMN 4.)

1) NUMBER OF REQUESTS PENDING AS OF END OF FY07:

ARC	DFRC	GRC	GSFC	HQ	JPL	JSC	KSC	LaRC	MSFC	NSSC	SSC	OIG	NASA TOTALS
58	2	1	41	138	6	16	4	59	0	1	0	5	331

2) NUMBER OF REQUESTS RECEIVED IN FY08:

ARC	DFRC	GRC	GSFC	HQ	JPL	JSC	KSC	LaRC	MSFC	NSSC	SSC	OIG	NASA TOTALS
93	15	55	162	354	53	217	144	37	123	14	9	40	1316

3) NUMBER OF REQUESTS PROCESSED IN FY08:

ARC	DFRC	GRC	GSFC	HQ	JPL	JSC	KSC	LaRC	MSFC	NSSC	SSC	OIG	NASA TOTALS
109	16	49	171	282	35	231	144	38	122	15	9	37	1258

4) NUMBER OF REQUESTS PENDING AS OF END OF FY08:

ARC	DFRC	GRC	GSFC	HQ	JPL	JSC	KSC	LaRC	MSFC	NSSC	SSC	OIG	NASA TOTALS
42	1	7	32	210	24	2	4	58	1	0	0	8	389

B. DISPOSITION OF FOIA REQUESTS:

1. All Processed Requests: Provide the number of request dispositions as described below. Use only one column to report each request. Use the nine "Full Denial Based on Reasons Other than Exemptions" columns only if the request cannot be counted in column 1 through 3. The numbers in column 5, "Total", must match the number in Section V.A, column 3.

	(1) NUMBER OF FULL GRANTS	(2) NUMBER OF PARTIAL GRANTS / PARTIAL DENIALS	(3) NUMBER OF FULL DENIALS BASED ON EXEMPTIONS	(4) NUMBER OF FULL DENIALS BASED ON REASONS OTHER THAN EXEMPTIONS									(5) TOTAL
				a. NO RECORDS	b. ALL RECORDS REFERRED TO ANOTHER AGENCY	c. REQUEST WITHDRAWN	d. FEE RELATED REASON	e. RECORDS NOT REASONABLY DESCRIBED	f. IMPROPER FOIA REQUEST FOR OTHER REASON	g. AGENCY RECORD	h. DUPLICATE REQUEST	i. OTHER (Explain in B.2 below)	
ARC	15	70	2	4	5	8	1	0	0	0	4	0	109
DFRC	6	1	0	7	1	1	0	0	0	0	0	0	16
GRC	11	12	7	12	4	1	1	1	0	0	0	0	49
GSFC	51	66	5	24	11	13	0	1	0	0	0	0	171
HQ	125	9	1	15	83	7	14	22	2	1	3	0	282

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JPL	9	6	2	8	3	6	0	0	0	1	0	0	35
JSC	96	50	18	24	20	4	5	2	4	0	2	6	231
KSC	27	38	11	16	9	9	3	4	7	0	0	20	144
LaRC	8	11	1	2	7	8	0	0	0	0	0	1	38
MSFC	36	65	4	6	4	4	1	1	1	0	0	0	122
NSSC	8	1	0	3	2	1	0	0	0	0	0	0	15
SSC	1	8	0	0	0	0	0	0	0	0	0	0	9
OIG	4	16	8	5	1	2	0	1	0	0	0	0	37
NASA TOTALS	397	353	59	126	150	64	25	32	14	2	9	27	1258

2. Other Reasons for "Full Denials Based on Reasons Other than Exemptions". For any request marked "Other", provide descriptions of other reasons for denials and the number of times each reason was relied upon. "Total" must equal "Other" column in B.1.

(1) DESCRIPTION OF "OTHER" REASONS FOR DENIALS	(2) NO. OF TIMES
First Party request forwarded to the Privacy Act System Manager for processing under the Privacy Act, in accordance with our agency regulations (Title 14, CFR, Part 1212)	8
Records publicly available in the public domain; NASA website or the NASA FOIA Reading Room.	18
E-contact information provided by requester was not valid and unable to make further contact.	1
(3) TOTAL:	27

3. Number of Times Exemptions Applied. (Count each exemption only once per request.)

	b1	b2	b3	b4	b5	b6	b7(a)	b7(b)	b7(c)	b7(d)	b7(e)	b7(f)	b8	b9
ARC	-	8	-	48	37	40	-	-	-	-	-	-	-	-
DFRC	-	-	-	1	-	-	-	-	-	-	-	-	-	-
GRC	-	7	7	15	1	2	-	-	-	-	-	-	-	-
GSFC	-	-	14	59	4	6	1	-	-	-	-	-	-	-
HQ	-	1	2	2	2	5	-	-	-	-	-	-	-	-
JPL	-	3	4	6	-	5	-	-	-	-	-	-	-	-
JSC	-	4	7	40	11	5	-	-	-	-	-	-	-	-
KSC	-	1	5	26	5	22	-	-	14	-	-	-	-	-
LaRC	-	1	6	6	1	1	-	-	-	-	-	-	-	-
MSFC	-	5	3	57	14	3	-	-	-	-	-	-	-	-
NSSC	-	-	-	1	-	-	-	-	-	-	-	-	-	-

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SSC	-	-	-	6	-	3	-	-	-	-	-	-	-
OIG	-	8	2	1	11	12	2	-	21	1	1	-	-
NASA TOTALS	0	38	50	268	86	104	3	0	35	1	1	0	0

SECTION VI – ADMINISTRATIVE APPEALS OF INITIAL DETERMINATIONS OF FOIA REQUESTS

A. RECEIVED, PROCESSED AND PENDING ADMINISTRATIVE APPEALS. Provide the number of administrative appeals received, processed, and pending as described in columns 1 through 4. The sum of column 1 and 2 minus the number in column 3 must equal the number in column 4. Starting with Fiscal Year 2009, the number in column 1 must match the number of "Appeals Pending as of End of Fiscal Year" from the previous year's Annual FOIA Report.				B. DISPOSITION OF ADMINISTRATIVE APPEALS – ALL PROCESSED APPEALS. Provide the number of administrative appeal adjudications as described in the column below. The number in the "Total" column must match the number in Section VI.A., column 3. In column 4, report the number of appeals which neither affirmed nor reversed/remanded the FOIA request determination, but were closed for other reasons.				
(1) NUMBER OF APPEALS PENDING AS OF START OF FY08	(2) NUMBER OF APPEALS RECEIVED IN FY08	(3) NUMBER OF APPEALS PROCESSED IN FY08	(4) NUMBER OF APPEALS PENDING AS OF END OF FY08	(1) NUMBER AFFIRMED ON APPEAL	(2) NUMBER OF PARTIALLY AFFIRMED AND REVERSED/REMANDED ON APPEAL	(3) NUMBER COMPLETELY REVERSED/REMANDED ON APPEAL	(4) NUMBER OF APPEALS CLOSED FOR OTHER REASON	(5) TOTAL
0	22	13	9	6	2	3	2	13

C. REASONS FOR DENIAL OF APPEAL.

1. Number of Times Exemptions Applied. Note: If an administrative appeal results in the denial of information based on exemptions and also based on a reason or reasons presented in C.2 and 3, report that appeal on all appeal on all applicable sections. For each administrative appeal, report all exemptions applied; however, count each exemption only once per appeal.

b1	b2	b3	b4	b5	b6	b7(a)	b7(b)	b7(c)	b7(d)	b7(e)	b7(f)	b8	b9
0	3	0	1	1	2	0	0	2	0	0	0	0	0

2. Reason Other than Exemptions. Provide the number of administrative appeals resulting in denial for reasons other than exemptions, as described below.

(1) NO RECORDS	(2) RECORDS REFERRED AT INITIAL REQUEST LEVEL	(3) REQUEST WITHDRAWN	(4) FEE RELATED REASON	(5) RECORDS NOT REASONABLY DESCRIBED	(6) IMPROPER REQUEST FOR OTHER REASON	(7) NOT AGENCY RECORD	(8) DUPLICATE REQUEST OR APPEAL	(9) REQUEST IN LITIGATION	(10) APPEAL BASED SOLELY ON DENIAL OR REQUEST FOR EXPEDITED PROCESSING	(11) OTHER (Explain in C.3 below)
1	0	1	0	0	0	0	0	0	0	0

3. Other Reasons for "Denial". Provide description of the "other" reasons and the number of times each was relied upon. "Total" must equal "Other" column in C.2.

(1) DESCRIPTION OF "OTHER" REASONS FOR DENIALS	(2) NO. OF TIMES
	0
(3) TOTAL:	0

4. Response time for Administrative Appeals. Provide the (1) median, (2) average, (3) and (4) range in number of days to respond to administrative appeals.

(1) MEDIAN NUMBER OF DAYS	(2) AVERAGE NUMBER OF DAYS	(3) RANGE – LOWEST NUMBER OF DAYS	(4) RANGE – HIGHEST NUMBER OF DAYS
135	114	1	208

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5. Ten Oldest Pending Administrative Appeals. Provide the date of receipt of the ten oldest pending administrative appeals, and the number of days pending. (YYYYMMDD, e.g. 19881020)

	10 th OLDEST	9 th	8 th	7 th	6 th	5 th	4 th	3 rd	2 nd	OLDEST
(1) DATE OF RECEIPT	-	20080929	20080910	20080731	20080728	20080725	20080513	20080428	20080411	20080314
(2) NUMBER OF DAYS PENDING	-	2	21	62	65	68	141	156	173	201

SECTION VII – FOIA REQUESTS: RESPONSE TIME FOR PROCESSED AND PENDING REQUESTS

For charts in Section VII, include response times for only perfected requests. Begin counting days from the date of receipt of the perfected request. If using a multi-track processing system, report response times separately for each track.

NOTE: Chart A must reflect the response times for all processed perfected requests. Chart B is a sub-set of Chart A and must reflect the response times only for those perfected requests in which information was granted, either in full or in part.

A. PROCESSED REQUESTS – RESPONSE TIME FOR ALL PROCESSED PERFECTED REQUESTS. Provide the (1) median, (2) average, (3) and (4) range in number of days to process all perfected requests.

	1. SIMPLE				2. COMPLEX				3. EXPEDITED			
	(1) MEDIAN NUMBER OF DAYS	(2) AVERAGE NUMBER OF DAYS	(3) RANGE – LOWEST NUMBER OF DAYS	(4) RANGE – HIGHEST NUMBER OF DAYS	(1) MEDIAN NUMBER OF DAYS	(2) AVERAGE NUMBER OF DAYS	(3) RANGE – LOWEST NUMBER OF DAYS	(4) RANGE – HIGHEST NUMBER OF DAYS	(1) MEDIAN NUMBER OF DAYS	(2) AVERAGE NUMBER OF DAYS	(3) RANGE – LOWEST NUMBER OF DAYS	(4) RANGE – HIGHEST NUMBER OF DAYS
ARC	99	118	1	415	9	30	9	163	41	41	33	49
DFRC	515	51	3	286	177	35	29	46	-	-	-	-
GRC	9	10	1	50	21	23	1	64	-	-	-	-
GSFC	11	28	1	146	51	82	1	635	-	-	-	-
HQ	8	19	1	119	84	123	1	1208	-	-	-	-
JPL	14	28	1	110	-	-	-	-	-	-	-	-
JSC	7	7	1	20	75	75	21	260	30	30	4	110
KSC	4	8	1	60	8	25	2	160	-	-	-	-
LaRC	101	101	101	101	396	377	2	871	-	-	-	-
MSFC	14	15	1	42	35	37	19	77	-	-	-	-
NSSC	4	14	1	25	-	-	-	-	-	-	-	-
SSC	7	10	2	14	10	22	14	28	-	-	-	-
OIG	18	28	2	146	-	-	-	-	-	-	-	-
NASA TOTALS	11	34	1	415	35	83	1	1208	30	36	4	110

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B. PROCESSED REQUESTS – RESPONSE TIME FOR PERFECTED REQUESTS FOR WHICH INFORMATION WAS GRANTED. Provide the (1) median, (2) average, (3) and (4) range in number of days to process all perfected requests.

	1. SIMPLE				2. COMPLEX				3. EXPEDITED			
	(1) MEDIAN NUMBER OF DAYS	(2) AVERAGE NUMBER OF DAYS	(3) RANGE – LOWEST NUMBER OF DAYS	(4) RANGE – HIGHEST NUMBER OF DAYS	(1) MEDIAN NUMBER OF DAYS	(2) AVERAGE NUMBER OF DAYS	(3) RANGE – LOWEST NUMBER OF DAYS	(4) RANGE – HIGHEST NUMBER OF DAYS	(1) MEDIAN NUMBER OF DAYS	(2) AVERAGE NUMBER OF DAYS	(3) RANGE – LOWEST NUMBER OF DAYS	(4) RANGE – HIGHEST NUMBER OF DAYS
ARC	108	126	1	415	9	22	1	58	41	41	33	49
DFRC	112	28	5	65	61	30	29	32	-	-	-	-
GRC	5	5	1	8	11	20	1	57	-	-	-	-
GSFC	48	54	3	146	70	98	1	635	-	-	-	-
HQ	-	-	-	-	-	-	-	-	-	-	-	-
JPL	42	42	1	110	-	-	-	-	-	-	-	-
JSC	-	-	-	-	-	-	-	-	-	-	-	-
KSC	5	9	1	60	10	26	3	160	-	-	-	-
LaRC	-	-	-	-	557	522	34	871	-	-	-	-
MSFC	16	16	1	42	35	39	19	77	-	-	-	-
NSSC	-	-	-	-	-	-	-	-	-	-	-	-
SSC	7	10	2	14	10	22	14	28	-	-	-	-
OIG	29	35	4	146	-	-	-	-	-	-	-	-
NASA TOTALS	29	176	1	415	11	97	1	871	41	41	33	49

C. PROCESSED REQUESTS – RESPONSE TIME IN DAY INCREMENTS.
(1) Provide the number of perfected requests processed in each of the thirteen designated time increments (i.e. within 20 days in the first column, within 21 -40 days in the second column, etc...).
(a) Using a multi-track system; create separate charts as presented below to report the information for each track.
(b) Insert the sum of the thirteen columns in the "Total" column to reflect the total number of requests processed for each of the tracks.

1. SIMPLE

	1-20 DAYS	21-40 DAYS	41-60 DAYS	61-80 DAYS	81-100 DAYS	101-120 DAYS	121-140 DAYS	141-160 DAYS	161-180 DAYS	181-200 DAYS	201-300 DAYS	301-400 DAYS	401+ DAYS	TOTAL
ARC	16	2	9	5	12	5	14	5	3	1	4	5	2	83
DFRC	5	1	2	1	-	-	-	-	-	1	1	-	-	11
GRC	9	1	1	-	-	-	-	-	-	-	-	-	-	11
GSFC	17	6	5	-	1	1	-	1	-	-	-	-	-	31
HQ	50	38	3	6	11	21	10	-	-	-	-	-	-	139
JPL	17	7	5	1	4	1	-	-	-	-	-	-	-	35
JSC	69	1	-	-	-	-	-	-	-	-	-	-	-	70

KSC	71	3	2	3	-	-	-	-	-	-	-	-	-	79
LaRC	-	-	-	-	-	1	-	-	-	-	-	-	-	1
MSFC	73	26	2	-	-	-	-	-	-	-	-	-	-	101
NSSC	13	2	-	-	-	-	-	-	-	-	-	-	-	15
SSC	1	-	-	-	-	-	-	-	-	-	-	-	-	1
OIG	20	10	3	1	2	-	-	1	-	-	-	-	-	37
NASA TOTALS	361	97	32	17	30	29	24	7	3	2	5	5	2	614

2. COMPLEX

	1-20 DAYS	21-40 DAYS	41-60 DAYS	61-80 DAYS	81-100 DAYS	101-120 DAYS	121-140 DAYS	141-160 DAYS	161-180 DAYS	181-200 DAYS	201-300 DAYS	301-400 DAYS	401+ DAYS	TOTAL
ARC	15	1	6	-	1	-	-	-	1	-	-	-	-	24
DFRC	-	4	1	-	-	-	-	-	-	-	-	-	-	5
GRC	18	15	4	1	-	-	-	-	-	-	-	-	-	38
GSFC	42	16	20	14	2	8	4	6	12	4	10	1	1	140
HQ	56	25	8	4	6	8	9	12	2	8	5	-	-	143
JPL	-	-	-	-	-	-	-	-	-	-	-	-	-	0
JSC	97	18	12	8	3	1	1	-	1	3	4	2	-	150
KSC	41	8	8	4	2	-	-	2	-	-	-	-	-	65
LaRC	1	-	-	1	2	1	-	-	1	2	4	7	18	37
MSFC	1	16	2	2	-	-	-	-	-	-	-	-	-	21
NSSC	-	-	-	-	-	-	-	-	-	-	-	-	-	0
SSC	6	2	-	-	-	-	-	-	-	-	-	-	-	8
OIG	-	-	-	-	-	-	-	-	-	-	-	-	-	0
NASA TOTALS	277	105	61	34	16	18	14	20	17	17	23	10	19	631

3. EXPEDITED

	1-20 DAYS	21-40 DAYS	41-60 DAYS	61-80 DAYS	81-100 DAYS	101-120 DAYS	121-140 DAYS	141-160 DAYS	161-180 DAYS	181-200 DAYS	201-300 DAYS	301-400 DAYS	401+ DAYS	TOTAL
ARC	-	1	1	-	-	-	-	-	-	-	-	-	-	2
DFRC	-	-	-	-	-	-	-	-	-	-	-	-	-	0
GRC	-	-	-	-	-	-	-	-	-	-	-	-	-	0
GSFC	-	-	-	-	-	-	-	-	-	-	-	-	-	0
HQ	-	-	-	-	-	-	-	-	-	-	-	-	-	0
JPL	-	-	-	-	-	-	-	-	-	-	-	-	-	0

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JSC	4	2	1	-	3	1	-	-	-	-	-	-	-	11
KSC	-	-	-	-	-	-	-	-	-	-	-	-	-	0
LaRC	-	-	-	-	-	-	-	-	-	-	-	-	-	0
MSFC	-	-	-	-	-	-	-	-	-	-	-	-	-	0
NSSC	-	-	-	-	-	-	-	-	-	-	-	-	-	0
SSC	-	-	-	-	-	-	-	-	-	-	-	-	-	0
OIG	-	-	-	-	-	-	-	-	-	-	-	-	-	0
NASA TOTALS	4	3	2	0	3	1	0	13						

D. PENDING REQUESTS – ALL PENDING PERFECTED REQUESTS. Provide the number of perfected requests pending as of the end FY08, and the median and average number of days those requests had been pending. If an agency or component is unable to determine whether all of its pending requests are perfected, the agency must include all pending requests and attach a footnote that it has done so.

	1. SIMPLE				2. COMPLEX				3. EXPEDITED			
	(1) MEDIAN NUMBER OF DAYS	(2) AVERAGE NUMBER OF DAYS	(3) RANGE – LOWEST NUMBER OF DAYS	(4) RANGE – HIGHEST NUMBER OF DAYS	(1) MEDIAN NUMBER OF DAYS	(2) AVERAGE NUMBER OF DAYS	(3) RANGE – LOWEST NUMBER OF DAYS	(4) RANGE – HIGHEST NUMBER OF DAYS	(1) MEDIAN NUMBER OF DAYS	(2) AVERAGE NUMBER OF DAYS	(3) RANGE – LOWEST NUMBER OF DAYS	(4) RANGE – HIGHEST NUMBER OF DAYS
ARC	257	247	145	515	254	254	248	261	-	-	-	-
DFRC	286	286	286	286	-	-	-	-	-	-	-	-
GRC	27	27	27	27	10	14	3	27	-	-	-	-
GSFC	235	224	74	343	164	218	74	563	-	-	-	-
HQ	61	64	35	111	144	281	93	1507	-	-	-	-
JPL	63	78	18	132	527	639	166	889	-	-	-	-
JSC	-	-	-	-	-	-	-	-	-	-	-	-
KSC	-	-	-	-	54	59	54	59	-	-	-	-
LaRC	151	76	1	151	214	285	1	910	-	-	-	-
MSFC	-	-	-	-	63	63	63	63	-	-	-	-
NSSC	-	-	-	-	-	-	-	-	-	-	-	-
SSC	-	-	-	-	-	-	-	-	-	-	-	-
OIG	20	43	2	126	-	-	-	-	-	-	-	-
NASA TOTALS	63	131	1	515	144	227	1	1507	-	-	-	-

E. PENDING REQUESTS – TEN OLDEST PENDING PERFECTED REQUESTS. Provide the date of receipt of the ten oldest pending administrative appeals, and the number of days pending. (YYYYMMDD, e.g. 19881020)

(1) DATE OF RECEIPT

	10 th OLDEST	9 th	8 th	7 th	6 th	5 th	4 th	3 rd	2 nd	OLDEST
ARC	20070808	20070820	20070723	20070307	20070619	20070505	20070419	20070301	20061128	20061108
DFRC	-	-	-	-	-	-	-	-	-	20071116
GRC	-	-	-	20080929	20080924	20080922	20080922	20080917	20080825	20080721
GSFC	20070823	20070810	20070731	20070731	20070724	20070629	20070611	20070514	20061205	20061006
HQ	20051130	20051130	20051113	20050804	20050527	20050411	20050315	20050131	20041102	20040614
JPL	20080428	20080409	20070407	20070328	20070326	20070326	20070326	20070206	20050321	20050226
JSC	-	-	-	-	-	-	-	-	20080904	20080702
KSC	-	-	-	-	-	-	-	20080918	20080917	20080822
LaRC	20070129	20060707	20060619	20060518	20060331	20060324	20060222	20060131	20060109	20050413
MSFC	-	-	-	-	-	-	-	-	-	20080813
NSSC	-	-	-	-	-	-	-	-	-	-
SSC	-	-	-	-	-	-	-	-	-	-
OIG	-	-	20080929	20080919	20080912	20080911	20080822	20080616	20080606	20080403
NASA TOTALS	20051113	20050804	20050527	20050411	20050315	20050321	20050226	20050131	20041102	20040614

(2) NUMBER OF DAYS PENDING

	10 th OLDEST	9 th	8 th	7 th	6 th	5 th	4 th	3 rd	2 nd	OLDEST
ARC	253	261	273	287	297	322	340	367	456	515
DFRC	-	-	-	-	-	-	-	-	-	286
GRC	-	-	-	3	6	8	8	11	23	27
GSFC	343	352	360	360	365	381	395	414	524	563
HQ	1036	1036	1053	1154	1223	1269	1269	1339	1429	1578
JPL	156	175	177	187	555	555	555	603	1290	1313
JSC	-	-	-	-	-	-	-	-	27	91
KSC	-	-	-	-	-	-	-	53	54	71
LaRC	461	562	613	634	668	673	695	710	725	910
MSFC	-	-	-	-	-	-	-	-	-	63
NSSC	-	-	-	-	-	-	-	-	-	-

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SSC	-	-	-	-	-	-	-	-	-
OIG	-	-	2	8	13	14	27	75	81
NASA TOTALS	1053	1154	1223	1269	1269	1290	1313	1339	1429

SECTION VIII – REQUESTS FOR EXPEDITED PROCESSING AND REQUESTS FOR FEE WAIVER

Section VIII now reflects new mandatory reporting requirements and is no longer an optional section. Provide information for adjudicated requests for expedited processing or adjudicated requests for a fee waiver, i.e. requests for expedited processing or requests for a fee waiver which were granted or denied. Do not include requests for expedited processing or requests for a fee waiver which became moot for various reasons and, as a result, were neither granted nor denied.

A. REQUESTS FOR EXPEDITED PROCESSING.

- (1) Include requests for expedited processing made both at the initial request level and, when applicable, at the administrative appeal level.
- (2) Calculating days: Count only the days spent adjudicating the request for expedited processing. Count calendar days, not working days.
- (3) NOTE: The response time of the new reporting requirement captures the time taken to decide whether to grant or deny a request for expedited processing. This does not cover the FOIA requests which have already been granted expedited status, placed in the "expedited processing" track, and reported elsewhere in this Report. Rather, this new requirement reflects the time taken to make a determination, (i.e. adjudicate) whether a request for expedited processing should be granted or denied. The FOIA requires agencies to determine within ten calendar days whether a request satisfies the standards for expedited processing.

	(1) NUMBER GRANTED	(2) NUMBER DENIED	(3) MEDIAN NUMBER OF DAYS TO ADJUDICATE	(4) AVERAGE NUMBER OF DAYS TO ADJUDICATE	(5) NUMBER ADJUDICATED WITHIN TEN CALENDAR DAYS
ARC	2	2	25	33	0
DFRC	-	-	-	-	-
GRC	-	-	-	-	-
GSFC	-	-	-	-	-
HQ	-	-	-	-	-
JPL	-	-	-	-	-
JSC	11	0	16	28	5
KSC	-	-	-	-	-
LaRC	-	-	-	-	-
MSFC	-	-	-	-	-
NSSC	-	-	-	-	-
SSC	-	-	-	-	-
OIG	0	2	26	26	0
NASA TOTALS	13	4	25	29	5

B. REQUESTS FOR FEE WAIVER.

- (1) Include requests for a waiver of fees made both at the initial request level and, when applicable, at the administrative appeal level.
- (2) Calculating days: Count only the days spent adjudicating the fee waiver request. Count working days. Do not include additional days that may precede consideration of the fee waiver request, e.g., days the request waits in a processing queue, processing time which precedes commencement of adjudication of fee waiver request, etc...

	(1) NUMBER GRANTED	(2) NUMBER DENIED	(3) MEDIAN NUMBER OF DAYS TO ADJUDICATE	(4) AVERAGE NUMBER OF DAYS TO ADJUDICATE
ARC	-	-	-	-
DFRC	-	-	-	-

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GRC	-	-	-	-
GSFC	-	-	-	-
HQ	-	-	-	-
JPL	-	-	-	-
JSC	11	0	6	8
KSC	-	-	-	-
LaRC	-	-	-	-
MSFC	-	-	-	-
NSSC	-	-	-	-
SSC	-	-	-	-
OIG	-	-	-	-
NASA TOTALS	11	0	6	8

SECTION IX – FOIA PERSONNEL AND COST

<p>A. PERSONNEL. Provide the number of "Full-Time FOIA Staff" by adding the number of "Full-Time FOIA Employees" and "Equivalent Full-Time FOIA Employees"</p>	<p>B. COSTS. Add together all cost expended by the agency for processing FOIA requests at the initial request and administrative appeal levels, and for litigating FOIA requests. Including salaries of FOIA personnel, overhead, and any other FOIA-related expenses.</p>
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	(1) NUMBER OF FULL-TIME FOIA EMPLOYEES	(2) NUMBER OF EQUIVALENT FULL-TIME FOIA EMPLOYEES	(3) TOTAL NUMBER OF FULL-TIME FOIA STAFF	(1) PROCESSING COSTS	(2) LITIGATION-RELATED	TOTAL COSTS
ARC	1	.2	1.2	\$97,865	\$0.00	\$97,865
DFRC	1	.1	1.1	\$54,054	\$0.00	\$54,054
GRC	1	.11	1.11	\$98,424	\$0.00	\$98,424
GSFC	1	.2	1.2	\$240,244	\$0.00	\$240,244
HQ	4	.90	4.9	\$384,901	\$15,499	\$400,401
JPL	1	.15	1.15	\$97,618	\$0.00	\$97,618
JSC	1	.25	1.25	\$103,830	\$0.00	\$103,803
KSC	2	.5	7	\$166,626	\$0.00	\$166,626
LaRC	1	.5	1.5	\$186,500	\$0.00	\$186,500
MSFC	1	.2	1.2	\$125,415	\$0.00	\$125,415
NSSC	1	.25	1.25	\$74,938	\$0.00	\$74,938
SSC	1	.25	1.25	\$106,500	\$0.00	\$106,500
OIG	0	.44	.44	\$45,920	\$0.00	\$45,920
NASA TOTALS	16	3.25	19.25	\$1,390,113	\$15,499	\$1,405,613

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SECTION X – FEES COLLECTED FOR PROCESSING REQUESTS

Report the dollar amount of fees collected from FOIA requesters for processing their requests. Also, report the percentage of total processing costs (from Section IX, B.1.) that those fees represent. In calculating the amount of fees collected, include fees received from a FOIA requester for search, review document duplication, and any other direct costs permitted by agency regulations.

1. TOTAL AMOUNT OF FEES COLLECTED:		2. PERCENTAGE OF TOTAL PROCESSING COSTS:	
ARC	\$.00	ARC	0
DFRC	\$.00	DFRC	0
GRC	\$43.75	GRC	.04
GSFC	\$521.45	GSFC	.21
HQ	\$2,617.15	HQ	.65
JPL	\$939.55	JPL	.96
JSC	\$2,196.00	JSC	2.1
KSC	\$5,800.65	KSC	3.4
LaRC	\$200.00	LaRC	.1
MSFC	\$90.00	MSFC	.07
NSSC	\$72.60	NSSC	.09
SSC	\$.00	SSC	0%
OIG	\$.00	OIG	0%
NASA TOTALS	\$11,959.70	NASA TOTALS	.85

SECTION XI – FOIA REGULATIONS

<http://www.hq.nasa.gov/office/pao/FOIA/agency/>

SECTION XII – BACKLOGS, CONSULTATIONS, AND COMPARISONS

A. Backlogs of FOIA Requests and Administrative Appeals

	Number of Backlogged Requests as of the End of FY08	Number of Backlogged Appeals as End of FY08
ARC	14	-
DFRC	0	-
GRC	0	-
GSFC	16	-
HQ	38	8
JPL	4	-
JSC	0	-

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KSC	0	-
LaRC	16	-
MSFC	0	-
NSSC	0	-
SSC	0	-
OIG	0	0
NASA TOTALS	88	8

B. Consultations on FOIA Requests – Received, Processed and Pending Consultations

	Number of Consultations Received from Other Agencies that Were Pending at Your Agency as of the Start of FY08	Number of Consultations Received from Other Agencies During FY08	Number of Consultations Received from Other Agencies that Were Processed by Your Agency During FY08	Number of Consultations Received from Other Agencies that Were Pending at Your Agency as of End of FY08
ARC	-	-	-	-
DFRC	-	-	-	-
GRC	-	-	-	-
GSFC	-	-	-	-
HQ	0	23	23	0
JPL	-	-	-	-
JSC	-	-	-	-
KSC	-	-	-	-
LaRC	-	-	-	-
MSFC	-	-	-	-
NSSC	-	-	-	-
SSC	-	-	-	-
OIG	-	-	-	-
NASA TOTALS	0	0	0	0

C. Consultations on FOIA Requests – Ten Oldest Consultations Received from Other Agencies and Pending at Your Agency

(1) DATE OF RECEIPT

	10 th OLDEST	9 th	8 th	7 th	6 th	5 th	4 th	3 rd	2 nd	OLDEST
ARC	-	-	-	-	-	-	-	-	-	-
DFRC	-	-	-	-	-	-	-	-	-	-
GRC	-	-	-	-	-	-	-	-	-	-
GSFC	-	-	-	-	-	-	-	-	-	-

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HQ	-	-	-	-	-	-	-	-	-	-
JPL	-	-	-	-	-	-	-	-	-	-
JSC	-	-	-	-	-	-	-	-	-	-
KSC	-	-	-	-	-	-	-	-	-	-
LaRC	-	-	-	-	-	-	-	-	-	-
MSFC	-	-	-	-	-	-	-	-	-	-
NSSC	-	-	-	-	-	-	-	-	-	-
SSC	-	-	-	-	-	-	-	-	-	-
OIG	-	-	-	-	-	-	-	-	-	-
NASA TOTALS	-	-	-	-	-	-	-	-	-	-

(2) NUMBER OF DAYS PENDING										
	10 th OLDEST	9 th	8 th	7 th	6 th	5 th	4 th	3 rd	2 nd	OLDEST
ARC	-	-	-	-	-	-	-	-	-	-
DFRC	-	-	-	-	-	-	-	-	-	-
GRC	-	-	-	-	-	-	-	-	-	-
GSFC	-	-	-	-	-	-	-	-	-	-
HQ	-	-	-	-	-	-	-	-	-	-
JPL	-	-	-	-	-	-	-	-	-	-
JSC	-	-	-	-	-	-	-	-	-	-
KSC	-	-	-	-	-	-	-	-	-	-
LaRC	-	-	-	-	-	-	-	-	-	-
MSFC	-	-	-	-	-	-	-	-	-	-
NSSC	-	-	-	-	-	-	-	-	-	-
SSC	-	-	-	-	-	-	-	-	-	-
OIG	-	-	-	-	-	-	-	-	-	-
NASA TOTALS	-	-	-	-	-	-	-	-	-	-

D. Comparison of Numbers of Requests from Previous and Current Annual Report – Requests Received, Processed and Backlogged				
1. Number of Requests Received			2. Number of Requests Processed	
	Number Received During FY07	Number Received During FY08	Number Processed During FY07	Number Processed During FY08
ARC	108	93	57	109
DFRC	19	15	17	16

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GRC	50	55	52	49
GSFC	180	162	152	171
HQ	317	354	313	282
JPL	62	53	61	35
JSC	244	217	233	231
KSC	154	144	161	144
LaRC	50	37	47	38
MSFC	172	123	172	122
NSSC	7	14	6	15
SSC	17	9	19	9
OIG	36	40	36	37
NASA TOTALS	1416	1316	1326	1258

3. * Starting with Annual Report for FY09

	Number of Backlogged Requests as of End of FY08	Number of Backlogged Requests as of End of FY09
ARC	-	-
DFRC	-	-
GRC	-	-
GSFC	-	-
HQ	-	-
JPL	-	-
JSC	-	-
KSC	-	-
LaRC	-	-
MSFC	-	-
NSSC	-	-
SSC	-	-
OIG	-	-
NASA TOTALS	-	-

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E. Comparison of Number of Administrative Appeals from Previous and Current Annual Report – Appeals Received, Processed and Backlogged				
1. Number of Appeals Received			2. Number of Appeals Processed	
	Number Received During FY07	Number Received During FY08	Number Processed During FY07	Number Processed During FY08
NASA	29	22	29	13
3. * Starting with Annual Report for FY09				
1. Number of Appeals Received			2. Number of Appeals Processed	
	Number Received During FY08	Number Received During FY09	Number Processed During FY08	Number Processed During FY09
NASA				

END OF REPORT